

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies **DATE:** June 16, 2003

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: TRAVEL "GHOST" CARD - INFORMATION/TRAINING SESSION

In order to get departments "up and running" with the Travel "Ghost" Card, we will be holding an informational/training session on **Thursday, June 19, 2003 from 1:00 PM to 4:00 PM at the Health Department Auditorium (CANNON BUILDING).**

At this session, we will explain the accounting and user data needed for your Travel Ghost Card implementation. We will explain how the Ghost Card will work and changes to our current travel procedures.

In addition, we will try to address any specific travel related questions you may have. Due to fiscal closing, this will be the last opportunity to assign Travel Ghost Cards to department/agencies for some time. Please make every effort to have the appropriate staff member(s) attend.

Thank you for your cooperation in this matter.

/hh
CFO:03-56